

**Agenda**  
**County Facilities Committee – Buildings and Grounds**  
**Department of Public Works**  
**January 22, 2020 9:30 am**

Committee Members: *BEATY, Bruno, Magowan, Diamond, Dickinson, Hogan, Seeber*

- I. Committee Meeting Call to Order.....Chairman Beaty**
- II. Motion to Approve Minutes of Prior Committee Meeting....Chairman Beaty**
- III. Action Agenda/New Business**  
Page  
2 Request: Extend Contract for Generator Maintenance..... Kevin Hajos  
Rationale: Routine maintenance on generators throughout  
the county.  
8 Request: Notice of Intent to fill Cleaner #10 position..... Kevin Hajos  
Rationale: Due to Retirement
- IV. Referral/Pending Items**  
NA
- V. Information for Discussion/Review**  
Court Facility Update..... Kevin Hajos
- VI. Privilege of the floor to discuss any additional items to come before Committee**
- VII. Motion to Adjourn..... Chairman Beaty**

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Parks, Recreation & Railroad**

**DATE: 1/22/2020**

- (a) Purpose of Contract Change: **Authorizing Extension of Contract for Generator Maintenance for Various Warren County Facilities.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **144 of 2019**
- (c) Name of Contractor: **Emergency Power Systems**
- (d) Address of Contractor: **300 Mile Crossing Boulevard, Rochester, New York 14624**
- (e) Contractor's Contact Person and Telephone Number: **Curt Snyder,  
(585) 362-4298**
- (f) Commencement Date of Extension: **May 1, 2020**
- (g) Termination Date of Extension: **April 30, 2021 with the possibility of one more year extension.**
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Various Departments within Warren County**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

\*as listed in budget and LOGOS

# WARREN COUNTY PURCHASING DEPARTMENT

1340 State Route 9  
Lake George, NY 12845  
Telephone: (518) 761-6538  
Fax: (518) 761-6395



Julie A. Butler, Purchasing Agent  
Jason M. Shpur, Deputy Purchasing Agent  
Amber N. Brownell, Purchasing Assistant

## MEMO

TO: Frank Morehouse, Superintendent  
Buildings & Grounds Department

FROM: Julie A. Butler, Purchasing Agent

DATE: January 8, 2020

SUBJECT: WC 18-19 - GENERATOR PREVENTATIVE MAINTENANCE FOR  
VARIOUS WARREN COUNTY FACILITIES

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Transmitted herewith is a copy of the extension letter from Emergency Power Systems for the above-referenced services which indicates the company's desire to extend their agreement from May 1, 2020 through April 30, 2021. Please note, Mr. Snyder did not circle "wish", however, he did indicate by e-mail that his intention is to extend. The e-mail is included with the letter.

It appears that an additional resolution IS required to extend this contract. Please see Resolution No. 144 of 2019 also attached hereto (which did not include authorization for extensions).

Please do not hesitate to contact me should you have any questions.

Encs.

c: Mary Kissane, County Attorney  
Kevin Hajos, Superintendent of DPW

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Julie A. Butler, Purchasing Agent  
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Amber N. Brownell, Purchasing Assistant

January 2, 2020

Emergency Power Systems  
Attn: Curt Snyder  
300 Mile Crossing Blvd.  
Rochester, NY 14624

RE: WC 18-19 - CONTRACT  
EXTENSION

RECEIVED  
WARREN COUNTY PURCHASING  
2020 JAN - 8 PM 1:35

Mr. Snyder:

The Warren County bid for Generator Preventative Maintenance for Various Warren County Facilities (WC 18-19) contains an extension clause which provides an option for the renewal of the contract for an additional year from May 1, 2020 through April 30, 2021. To ensure proper scheduling, I've attached a copy of page 5 of the original specifications for your convenience.

Please advise whether your company is interested in extending this contract for the above term, upon the same terms and conditions, by completing and signing the statement below and returning this page to the address indicated above.

If you have any questions or wish to discuss this matter further, please contact me by e-mail or phone.

Thank you for your attention to this matter.

Regards,

*Julie A. Butler*

Julie A. Butler  
Purchasing Agent

I, Curtis W. Snyder Jr wish / do not wish  
(Print name) (Circle intent)  
to extend the above-referenced bid upon the same terms and conditions for the term indicated above.  
Curtis W. Snyder Jr  
(Signature) (Date)

SPECIFICATION: WC 18-19 - GENERATOR PM MAINTENANCE FOR VARIOUS WARREN COUNTY FACILITIES

DATE: MARCH 7, 2019      TIME: 3:00 P.M.      PLACE: HUMAN SERVICES BUILDING, 3<sup>RD</sup> FLOOR

8.0      PREVAILING WAGE RATES:

- 8.1      All labor furnished under this contract shall be paid for at the current Prevailing Wage Rate per the New York State Department of Labor. The prevailing wage rate schedule for this contract is provided on the internet for bidding purposes. It can be obtained by visiting the New York State Department of Labor's web site and entering PRCH# 2019001715. A paper copy of the current project specific rates will be supplied to the successful bidder upon award of the contract.

9.0      AWARD

- 9.1      Awarding of the contract to the successful vendor will be made at the earliest possible time. Successful vendor, upon acceptance of bid proposal, shall bind himself to enter into the written contract with Warren County. Award will be based on the total sum of all preventative maintenance pricing, hourly rate (hourly rate multiplied by an estimate of 25 hrs) and percent mark up over materials based on \$1,000 of estimated materials. The Successful vendor will be held to the prices submitted for labor and mark-up for materials in the event additional services/parts are required during the duration of the contract.

Regularly scheduled, TWICE-Yearly mandatory preventive maintenance visits for the Sheriff's Office shall be scheduled with Mark Neale, Maintenance Department within thirty (30) days of execution of contract.

All regularly scheduled, TWICE-YEARLY mandatory preventative maintenance visits for the Warren County Public Works sites shall be scheduled with Frank Morehouse, Superintendent of Building and Grounds within thirty (30) days of execution of contract.

All regularly scheduled, TWICE-YEARLY mandatory preventative maintenance visits for the Office of Emergency Services site shall be scheduled with Brian LaFlure, Director within thirty (30) days of execution of contract.

- 9.2      Bid must be submitted on the attached Proposal Form. Vendors are cautioned to submit prices for all items bid. The lowest responsible bid will be determined by the Warren County DPW based on the method set forth in Section 9.1 above.
- 9.3      Warren County reserves the right to reject all bid proposals if found to be in the best interest of Warren County.

10.0      INSURANCE REQUIREMENTS

- 10.1      The contractor shall purchase and/or maintain insurance policies approved by the County naming Warren County as an additional insured (except for Workers' Compensation - Disability Coverage) with an A.M. Best rating of A- or better New York State licensed insurer. The Contractor shall furnish such evidence of the policies (certificates and/or copies of the policy) as may be requested by the County. The Contractor shall also be required to indemnify Warren County for any applicable deductibles. The policies shall contain a thirty (30) day notice of cancellation clause, shall provide "primary" coverage for Warren County, its board, officers and/or employees and be of the following types in the limits indicated:

- 10.2      Workers' Compensation Insurance - Statutory limits:

(a) CE-200 - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (*Effective 12/1/08, this form can be filled out electronically on the Workers' Compensation Board website ([www.web.state.ny.us](http://www.web.state.ny.us)) under the heading of "Forms". Those businesses filing electronically can print a finished CE-200 immediately upon completion. Those businesses without access to a computer may obtain a paper application for CE-200 by*

Butler, Julie

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From: Curt Snyder <csnyder@epsgenerator.com>  
Sent: Thursday, January 02, 2020 10:31 AM  
To: Butler, Julie  
Subject: RE: WC 18-19 - Extension

Ms Butler,

Yes we would like to extend for another year. Thank you for the opportunity.

Thanks and have a great day,

Curt Snyder

Emergency Power Systems, LLC | Product Support Sales Coordinator  
585.464.6333 Main | 585.362-4298 Direct  
StarkTechGroup.com  
300 Mile Crossing Blvd. Rochester, NY 14624



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From: Butler, Julie <[butlerj@warrencountyny.gov](mailto:butlerj@warrencountyny.gov)>  
Sent: Thursday, January 2, 2020 10:08 AM  
To: Curt Snyder <[csnyder@epsgenerator.com](mailto:csnyder@epsgenerator.com)>  
Subject: WC 18-19 - Extension

Mr. Snyder,

The current term for Warren County's bid (WC 18-19) expires April 30<sup>th</sup>. I'm reaching out to inquire as to whether or not you'd like to extend for an additional year. If so, I'll send you an official extension letter for signature.

Happy New Year!

*Julie A. Butler*

Warren County Purchasing Agent  
Human Services Building, 3<sup>rd</sup> Floor  
1340 State Route 9  
Lake George, NY 12845  
Ph: 518-761-6538  
Fax: 518-761-6395

# Warren County Board of Supervisors

## RESOLUTION NO. 144 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, LOEB, GERAGHTY, STROUGH, SIMPSON, FRASIER, WILD, MCDEVITT, SOKOL, DIAMOND AND BRAYMER

AWARDING BID AND AUTHORIZING AGREEMENT WITH EMERGENCY POWER SYSTEMS TO PROVIDE GENERATOR MAINTENANCE SERVICES AT VARIOUS WARREN COUNTY FACILITIES IN CONNECTION WITH THE WARREN COUNTY DEPARTMENT OF PUBLIC WORKS (WC 18-19)

WHEREAS, the Warren County Purchasing Agent has advertised for sealed bids for Generator Maintenance Services at various Warren County facilities in connection with the Warren County Department of Public Works (WC 18-19), and

WHEREAS, the Superintendent of the Department of Public Works has recommended that Warren County award the contract to Emergency Power Systems, 300 Mile Crossing Boulevard, Rochester, New York 14624, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent notify Emergency Power Systems of the acceptance of their proposal, and be it further

RESOLVED, that Warren County enter into an agreement with Emergency Power Systems, 300 Mile Crossing Boulevard, Rochester, New York 14624 to provide generator maintenance services at various Warren County facilities pursuant to the terms and provisions of the bid specifications (WC 18-19) and proposal, for a term commencing May 1, 2019 and terminating April 30, 2020, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the agreement and other necessary documents in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from various Department of Public Works Projects.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.10  
Title of Position: Cleaner #10 Base Salary of Position: 27,438 . Grade: 2  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.1620 Cleaner #10 Union ☒ Non-Union ☐  
This position is vacated due to: ☒ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☐ Other  
Employee No./Last Name: 10910/Clint Prosser Date of Vacancy: 01/22/2020  
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No  
Source of reimbursement: ☐ Federal \_\_\_\_\_% ☐ State \_\_\_\_\_% ☐ Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☐ Non-Competitive ☐ Other \_\_\_\_\_

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. 1/14/20

Human Resources Director has approved this form when initialed. 1/14/20

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- ☒ The Administrator has no objection to the filling of the vacancy.  
☐ The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/14/20

### BUDGET OFFICER COMPLETES THIS SECTION

- ☒ The Budget Officer has no objection to the filling of the vacancy.  
☐ The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 1/17/20

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public County Facilities

- ☒ The committee has no objection to the filling of the vacancy.  
☐ The committee objects to the filling of the vacancy.  
☐ In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
☐ In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 1/22/20